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Job details

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All applicants for this job announcement are required to complete and attach the Supplemental Questionnaire form to their online employment application.

Bulletin Number

43078BR

Type of Recruitment

Open Competitive Job Opportunity

Department

Mental Health

Position Title

SENIOR MENTAL HEALTH COUNSELOR, R.N.

Exam Number

25280K

Filing Type

Standard

Filing Start Date

10/14/2014

Filing End Date

10/27/2014

Filing End Time

5:00 pm PST

Salary Type

Monthly

Salary Minimum

6974.23

Salary Maximum

10160.13

Position/Program Information

This senior-level class supervises primary providers of mental health services to individuals, families, and groups in a range of mental health care settings.

Essential Job Functions

Performs administrative functions that include, but are not limited to, interviewing candidates for clinical and support staff positions and making recommendations for hire, preparing annual performance evaluations for subordinate staff, and counseling multi-disciplinary staff with respect to client services and/or agency problems.

Participates as a member of the administrative staff at the mental health care setting to formulate policies and procedures, design training programs for the staff, and perform research or special projects to study the mental health program for modification or enhancement.

Provides technical orientation and in-service training in psychological principles related to crisis intervention, traditional counseling practices, and techniques of behavioral modification.

Assigns cases and work projects to treatment staff, taking into consideration staff capabilities and the nature of clients' mental health status.

Evaluates and screens client referrals and walk-ins by interviewing client to obtain family social, medical, work and mental health treatment history and making an assessment of the clients' mental and physical stability, memory, and emotional state.

Establishes a Client Care Coordination Plan designed to address the client's mental or emotional problem, which may include individual, group, or family counseling; referral to a psychiatrist, psychologist, vocational rehabilitation counselor, or social worker; referral to a psychiatrist or nurse practitioner for medication; or referral to another agency.

Per doctor's order, administers psychotropic medication; monitors drug effectiveness and side effects; and provides drug education to clients and clients' families.

Provides mental health consultation services to community agencies to advise on the utilization of mental health principles in connection with the treatment of mental health problems dealt with by the agency.

Participates in continuing education and training to maintain mental health nursing and administrative and supervisory skills.

Requirements

SELECTION REQUIREMENTS:

TRAINING AND EXPERIENCE:

Option 1*: Three (3) years of experience as a Mental Health Counselor, R. N. in the service of Los Angeles County.

-OR-

Option 2:** A Bachelor's degree*** in nursing from an accredited**** college or university with specialty coursework in psychiatric nursing **-AND-** five years' experience***** of full-time paid post-Bachelor's degree in nursing as a licensed registered nurse performing psychiatric nursing care to clients in a mental health clinic, facility, or agency.

-OR-

Option 3:** A Master's degree*** in psychiatric/mental health nursing from an accredited**** college or university **-AND-** and four years' experience***** of full-time paid post-Master's degree in nursing as a licensed registered nurse performing psychiatric nursing care to clients in a mental health clinic, facility, or agency.

LICENSE***:**

Possession of a current, active, valid, and unrestricted permanent Registered Nurse license issued by the State of California Board of Registered Nursing.

Physical Class

Physical Class II – Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

License(s) Required

*****A copy of current, active, valid, and unrestricted permanent Registered Nurse license issued by the State of California Board of

Registered Nursing must be submitted at the time of filing or within 15 calendar days from the time of application submission.

Valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

License information in the online application must show type of license, license number, original date of issue, and expiration date.

**Desirable
Qualifications**

Professional training in nursing leadership or management. A copy of proof of completion must be submitted in order to receive credit.

Experience as a team leader in a mental health care environment.

**Special
Requirement
Information**

***Option I -** Applicants must have County status in the class as evidenced by holding or having held the Mental Health Counselor, RN payroll title for the required number of time or more. **NO OUT-OF-CLASS EXPERIENCE WILL BE ACCEPTED.**

****OPTION II and Option III-** A copy of official diploma and/or official transcripts showing the required degree and field of specialty or coursework with the corresponding unit credits, for Option II, must be submitted at the time of filing or within 15 calendar days from date of application submission.

*****Degree(s) and/or Official Transcripts** must indicate the required specialized field in order to be evaluated. Candidates whose educational degree(s) and/or Official Transcripts do not show the specialty or required specialty coursework must provide a written statement from their university or college Registrar's Office on university letterhead indicating the required specialty. Unofficial transcripts will not be accepted.

*******Applicants** whose qualifying experience had been acquired outside of California must provide their registered nurse license information from that state in the License Information section of the application and submit a copy of the license at the time of filing or within 15 calendar days from the date of application submission. **Experience claimed without the required evidence of licensure will not be considered.**

**Accreditation
Information**

******Accreditation:** Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services (NACES) or the Association of International Credential Evaluators, Inc. (AICE).

**Examination
Content**

This examination will consist of two parts.

Part I - A qualifying written test covering medication calculation. A passing score must be achieved in order to proceed to Part II of the examination. **THE WRITTEN TEST IS NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.**

A study guide for the Medication Calculation Examination to help candidates prepare for the written test is available at the following:

http://file.lacounty.gov/dhr/ehr/cms1_220018.pdf

While the study guide will help in preparing for the test, we advise you to review ALL related materials that you deem necessary.

Qualified applicants will be notified of their written test participation by email. Applicants are responsible to ensure their email accounts are active and does not restrict acceptance of such notification.

Part II - An evaluation of education/training and experience based on information provided on official County job application **AND** Supplemental Application weighted 100%. **CANDIDATES MUST ACHIEVE A PASSING SCORE OF 70% OR HIGHER TO BE PLACED ON THE ELIGIBLE LIST.**

**Special
Information**

Appointees may be required to work any shift, including evenings, nights, holidays, or weekends.

Qualified past and present mental health clients and family members are encouraged to apply.

**Vacancy
Information**

The resulting eligible list for this examination will be used to fill vacancies in the Los Angeles County Department of Mental Health.

**Eligibility
Information**

The names of candidates receiving a passing grade on this examination will be placed on the eligible list in the order of their score group for a period of twelve (12) months following their date of promulgation.

**Available Shift
Application and
Filing
Information**

Any

ONLINE FILING ONLY

Applicants are required to complete and submit an online Los Angeles County Employment Application and Supplemental Questionnaire in order to be considered for this examination. Paper applications, resumes, or any unsolicited documents will not be accepted in lieu of completing the online application.

INSTRUCTIONS FOR FILING ONLINE:

To apply online, **CLICK** on the tab above or below this bulletin that says, **Apply to Job**.

Clear and legible copies of the required documents, such as Diploma, Official Transcripts, License, Certificates, Supplemental Questionnaire, etc., **MUST BE** uploaded as attachments during application submission -OR- sent by email to Blucio@dmh.lacounty.gov within 15 calendar days from date of application submission.

The acceptance of your application will depend on whether you have clearly shown that you meet the Selection Requirements. To receive credit, your online application must provide complete information. Home/mailling address and other contact information such as telephone number and valid email address must be provided. License and/or Certification information section must show title of license, license number, original date of issue, and expiration date. Education information section must include name and address of school attended, complete dates attended, name of course/s taken, number of units earned, and degree/s earned. Work experience section must include job title, employer name and address, name of work area/facility, actual payroll title held and not

the working and/or functional titles, from/to dates of employment including month, day and year, total number of months, total number of hours worked per week - not a range of hours (full or part-time), and complete and detailed description of related job duties. If range of hours is provided, experience will be prorated based on the lowest number of hours worked per week. LIST separately each job experience to be evaluated.

Candidates must provide copies of all required documents at the time of filing or within 15 calendar days from the application filing date.

Applications may be rejected at any stage during the selection process. Applications with missing information required for evaluation will not be accepted.

All information supplied by applicants is subject to verification.

**County of Los
Angeles
Information**

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)

OR

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

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California Relay Services Phone	800-735-2922
Job Field	Nursing
Job Type	Professional

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